

Saturn Oil & Gas Inc. is a growing Canadian energy company focused on generating positive shareholder returns through the continued responsible development of high-quality, light oil weighted assets, supported by an acquisition strategy that targets highly accretive, complementary opportunities. Saturn has assembled an attractive portfolio of free-cash flowing, low-decline operated assets in Central Alberta, Southeastern Saskatchewan and West Central Saskatchewan that provide a deep inventory of long-term economic drilling opportunities across multiple zones. With an unwavering commitment to building an ESG-focused culture, Saturn's goal is to increase reserves, production and cash flows at an attractive return on invested capital. Saturn integrates the protection of the environment, ethical and fair treatment of our employees and stakeholders, and strives to be at the forefront of what it means to be a good corporate citizen.

Saturn is currently seeking a full time **Mineral Land Analyst** based in the **Calgary, Alberta** office. Reporting to the Manager, Contracts and Land Admin, the successful candidate will be responsible for managing mineral rights and land-related activities for the organization. This includes managing leases, royalties, and exposure to contracts, as well as ensuring compliance with regulatory requirements. The role involves collaboration with various internal and external stakeholders to support efficient and accurate land management.

Key responsibilities of the Mineral Land Administrator include, but are not limited to:

- **Land Administration:**
 - Maintain accurate land records, including leases, contracts, and ownership documents.
 - Review annual mineral lease rental payments.
 - Track and manage lease expirations, renewals, and assignments.
 - Prepare and submit required documentation for regulatory compliance.
 - Contribute to A&D activity including review of land schedules, preparation of specific conveyances, title review and CS updates.
- **Stakeholder Communication:**
 - Communicate with landowners, government agencies, and regulatory bodies regarding land-related matters.
 - Address inquiries, concerns, and requests from stakeholders in a timely and professional manner.
- **Regulatory Compliance:**
 - Remain current on relevant legislation, regulations, and industry standards related to mineral rights and land management.
 - Particularly proficient in navigating Saskatchewan and Alberta land systems and experienced in managing land administration processes in these jurisdictions.
- **Data Management:**
 - Maintain databases and records related to land assets, landowners and leases.
 - Generate reports and analysis to support data integrity and decision-making processes.

Candidates for this position will possess the following qualifications and competencies:

- Minimum 10 years' experience in mineral land administration
- Comprehensive knowledge of CS Land and Optix.
- Knowledge of land management principles, mineral rights laws, and regulations.
- Strong analytical skills with attention to detail.
- Excellent communication and interpersonal skills.



- Proficiency in Microsoft Office Suite.
- Ability to work independently and collaboratively in a fast-paced environment.

If you are interested in joining our rapidly growing organization, please submit your cover letter and resume to Kelly Thom at kthom@saturnoil.com.

Saturn's people drive our success. We offer an inclusive work environment where we embrace a diversity of people, thinking and ideas and a culture that supports personal and professional development. We want to thank all applicants for their interest in this role, however, only those considered for interviews will be contacted.